HANDLE BAR INC.

3rd Level Car Park Bldg, Shangri-La Plaza,
Mandaluyong City
Tel: 243 1931-34

December 23, 2020

Wilcon
Quirino Branch

Attn: ***STORE MANAGER***

Re: ***Sick Leave***

Dear Sir/Madam,

Please be advised that ***Mr. Jeffrey Miranda*** *has filed her sick leave on December 28, 2020 due to follow-up injection.*

Your understanding is much appreciated. For any clarification, I am contactable at 2431931. Sorry for any inconvenience caused.

Very truly yours,

ISRAEL C. CRUZ
HR Manager